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PURPOSE

This policy establishes a department wide policy and supersedes all bureau policies on the subject. It is intended to provide uniformity between bureaus and their assigned staff.

This policy applies to all requests to establish home offices. Future justification can be required if deemed appropriate by the Department of Licensing and Regulatory Affairs (LARA). All requests for the home offices must be originated at the bureau level and require bureau director approval before submission to the Director's Office.

DEFINITION OF HOME OFFICES

A Home Office exists when an employee operates out of their residence on a daily basis while performing their assigned job functions. Equipment required to perform the associated job function is usually provided by the department. No permanent State provided or leased office space for the employee is maintained or provided. This does not preclude a general or common area for home office employees being provided at a central or regional location. It is expected that the majority of a home office employee's time will be spent at their residence or assigned field location performing assigned tasks.

This definition excludes those employees who start and end their work day at home, but are provided office space and equipment out of a central or regional office.

It should be clarified that for an employee to have a home office designation they must perform job functions and tasks at field locations. Also, it must be in the best interest of the State to assign employees to home office locations.

ESTABLISHMENT OF HOME OFFICES

To establish home offices, the bureau must demonstrate that an increase in employee productivity will offset any increased costs, or that cost savings will result. In all instances, the establishment of a home office will be in the best interest of the State. All relevant cost and productivity factors must be included in an analysis. The analysis must be approved by the Bureau directors of the applicable unit, Finance and

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Administrative Services Team (FAST), Office of Human Resources (OHR), and appropriate Deputy Director. The analysis should include the savings and added costs for space, office equipment, travel (mileage, meals, hotels and other business expenses), personnel support (clerical and other), computer equipment and support, office supplies including postage, communication needs (telephones and lines, answering machines, and other devices), and maintenance costs. All relevant program data on productivity should also be included. The analysis should include any and all relevant factors; those listed should not be considered as all inclusive.

Approvals must be obtained:

- a. Before commencing a home office.
- b. Each January, when continuing home office location for another year.
- c. When transferring to a different work unit of the department.

DEFINITION OF OFFICIAL WORKSTATIONS FOR HOME OFFICE EMPLOYEES

In all instances, official work stations will be established in accordance with the best interest of the State upon the recommendations of the appropriate Bureau Director and approval of LARA OHR Director. Work station locations will be selected and assigned based upon the employees workload, the geographical area, and the Standardized Travel Regulations where applicable. All home office employees will have their official workstation designated as:

- a. The city/town in which the employee residence is located, or
- b. The city/town nearest to the area where the majority of the employees' work is performed, or
- c. Such other city/town or area as designated by the appropriate Bureau head and approved by the OHR Director PROVIDED that in all cases such designation is made in the best interest of the State.

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CHANGES IN OFFICIAL WORK STATIONS AND HOME OFFICE DESIGNATION

Changes in office work station locations may be authorized for employees upon the recommendation of the appropriate bureau director and approval of the OHR director when such changes in official work station locations are in the best interest of the State.

It should be noted that a change in location of an employee's residence does not automatically result in a change to their official work station.

At any time, the bureau director, assigned deputy director, or OHR director may rescind a home office designation.

EQUIPMENT REQUIREMENTS AND STANDARDS

The amount and type of equipment has no bearing on the designation of a home office. However, when a home office is established different guidelines for equipment exist.

Department issued equipment may include computers, phones, modem or internet access, faxes, printers, desks, chairs, files, etc. The installation, maintenance and repair of computers and computer-related hardware and software located at an employees home office is the joint responsibility of the employee and their bureau. All requests for service or repairs should be directed to the bureau DTMB liaison. The DTMB liaison will contact the DTMB Help Desk or otherwise coordinate activities with DTMB, where necessary. DTMB is available to assist bureaus in identifying vendors through the appropriate state contracts to obtain maintenance and repair services. All computers and computer-related hardware and software must meet LARA policies and standards and policies established by DTMB.